

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: June 30, 2004

LEAVE ACCOUNTING LETTER #04-014

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: **USAGE ONLY BENEFITS - FISCAL YEAR RESET**

On July 12, 2004, Begin Total transactions for FISCAL YEAR USAGE ONLY benefits will be posted to the CLAS. These transactions will be posted for the July 2004 leave period and will reset the TOTAL HOURS/DAYS used to zero. BEGIN TOTAL transactions will be posted for the following benefits:

- Administrative Time Off
- Bereavement Leave
- Continuing Medical Education Leave
- Emergency Military Leave - Days
- Emergency Military Leave - Hours
- Military Leave - Days
- Military Leave - Hours
- Paid Educational Leave *
- Professional Training/Development **
- Subpoenaed Witness

* Paid Educational Leave for Bargaining Unit 20 employees will not be reset to zero due to multi-fiscal year usage rules contained in the bargaining unit contracts. If the benefit's fiscal year tracking period has ended, the agency must post a Begin Total (27) transaction with an amount of zero to reset the benefit.

** Professional Training/Development for Bargaining Unit 02 employees will be reset to zero at the beginning of the calendar year.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

JRH:DK:CLAS